



# राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

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शिमला, बुधवार, 2 अगस्त, 2006 / 11 श्रावण, 1928

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हिमाचल प्रदेश सरकार

H. P. STATE CO-OPERATIVE MILK  
PRODUCERS' FEDERATION LIMITED

NOTIFICATION

*Shimla-171 002 the 30th June, 2006*

No. AHY-A(4)-6/2005-Part.—In pursuance of the notification published in the Gazette of Indian Extraordinary Part-II No. 25 Rajpatra-31,1927 (Saka) Right to Information Act, 2005 (No.22 of 2005) dated 15<sup>th</sup> June 2005, the Governor of Himachal Pradesh is pleased to notify the information as specified

under section 4(1) (b) Right to Information Act, 2005 in respect of the H.P. State Co-operative Milk Producers' Federation Limited as per Annexure "A" for the information of general public.

By order,

Sd/-

*Secretary (Animal Husbandry).*

ANNEXURE-A

**THE H. P. STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LIMITED  
INFORMATION UNDER SUB CLAUSE (i) OF SUB-SECTION 4(1) (b) OF THE RIGHT TO  
INFORMATION ACT, 2005**

**(i) Particulars of the Organization, Functions and Duties of the Department :**

**(a) Particulars of the Organization :**

**The Organization chart of the department as per Annexure -A**

**(b) Particulars of Functions & Duties :**

1. To implement Dairy Development in the State of Himachal Pradesh through Anand Pattern of Dairy Co-operatives.
2. To encourage women participation in Dairy Co-operatives.
3. To provide a remunerative market to the member milk producers' in the rural area at their door steps.
4. To encourage use of balanced cattle feed, encourage cultivated animal husbandry and management practices.
5. To ensure efficient handling milk at various stages.
6. To ensure availability of milk and milk products in adequate quantity at reasonable prices to urban milk consumers.
7. To establish linkages between various departments engaged in A.I. and A.H. Fodder Development and allied Dairy Development activities for optimal use of available resources.
8. Man-Power development with a view to increase overall working efficiency.

**(ii) Powers and duties of the Officers and employees of the Department :**

**(a) Managing Director, H. P. State Milk Federation :**

Overall Administration, supervision, control and implementation of the activities of the H. P. State Milk Federation at Headquarters level. To exercise all the Administrative & Financial Powers as delegated by the Board.

**(b) General Manager, H.P. State Milk Federation :**

Supervision and implementation of the activities of the Milk Federation at Head Office level. To assist the Managing Director in implementation of all the schemes and programmes of the H. P. State Co-operative Milk Producers' Federation. To exercise all the Administrative & Financial Powers as delegated to him.

**(c) Senior Manager (Plants) :**

He shall be responsible for the implementation of all the Dairy related activities of the Unit under his jurisdiction. He will also be Overall Administrative and Financial Head at Unit level. He shall furnish all the reports and information to the Managing Director and any other controlling by them from time to time. He shall supervise and issue necessary to its subordinate for proper implementation of the scheme of the Department from time to time.

**(d) Manager (Production) :**

He shall be responsible for the implementation and execution of the Milk & Milk Product Processing as per PFA standard at the Unit level within his jurisdiction.

**(e) Manager (P&I) :**

He shall be responsible for the execution of Milk Procurement and Input activities at Unit level.

**(f) Private Secretary/ Personal Assistant/ Sr. Scale Stenographer (Personal Staff) :**

He will be assisting the Chairman/Managing Director/General Manager in their day-to-day disposal of work and carryout such duties officially assigned by them. To handle confidential / secret nature of files.

**(g) Manager (Establishment) :**

He will be responsible for supervision and implementation of the policies related to Appointment, promotions, transfers leave pay fixation of the staff, court cases, Disciplinary proceedings, Board related matters and other establishment, Administration and personnel matters at Head-Office level.

**(h) Manager (Accounts) :**

He shall be responsible for supervision and implementation of matters related to Accounts, Budget, Payments, Loans and Advances, Grant-in-Aid, Salary, TA/DA, Medical Bills of the Staff and maintaining financial records pertaining to different projects/schemes and other Accounts matters at Head Office level.

**(i) Assistant Manager (QC)/MIS/MKTG/P&I/STORE :**

He shall be responsible for the execution of the work assigned to them in the respective field.

(j) **Assistant Manager (Establishment) :**

He shall be responsible for the matters related to Establishment, Administration and other personnel matters of the Establishment Section as assigned.

(k) **Assistant Manager (Accounts) :**

He shall be responsible for the matters related to Accounts and Finance of Accounts Section as assigned.

(l) **Plant Engineer :**

He shall be responsible for the execution/supervision/maintenance & repair of Plant and Machinery of Milk Plant and Chilling Centres within his jurisdiction.

(m) **Technical Superintendent (QC/MIS/MKTG/P&I/Store) :**

He shall be responsible for the execution of the work related to the respective sections viz. Processing, Products, Quality Control, MIS, P&I, Marketing and Store as assigned.

(n) **Senior Assistants (Establishment) :**

He will be responsible for dealing matters assigned to him and submit cases to the higher officers, compile data statistics or information and deal matter including court cases/reply of Vidhan Sabha Questions, Agenda Notes for Board/A.G.B. Meetings. To maintain records and registers.

(o) **Senior Assistants (Accounts) :**

He will be responsible for dealing matters assigned to him related to accounts viz. Preparation of Budget, Bills, financial sanctions, salary, payments to the parties and maintenance of records/Accounts Books related to Accounts.

(p) **Junior Assistants/Clerks :**

He shall be responsible to perform duties and functions as assigned to them viz. Diary Despatch, maintenance of files and other official records and also to deal with the assigned files/works.

(q) **Foreman (Transport/Boiler/Refrigeration/Electrical) :**

He shall be responsible for the repair and maintenance of the plant and machinery, vehicles within their jurisdiction.

(r) **Technicians/Sr. Technician (Transport/Boiler/Refrigeration/Electrical and Mechanic) :**

He shall be responsible for the duties as assigned in their respective Section.

(s) **Incharge, Chilling Centre :**

He shall be responsible for the activities under respective Milk Chilling Centre viz. Procurement of Milk, Marketing of Milk (wherever marketed) and maintenance of the records of the chilling centre.

(t) **Milk Procurement Assistant :**

He shall be responsible for the organization, supervision of the Milk Producers' Co-operative Societies. To educate the Milk Producers' about the production and supply of good and clean quality of milk to the Department.

(u) **Jr. Scale Stenographer :**

He shall be responsible for the work as assigned.

(v) **Driver :**

He will be responsible to drive the vehicles which are allocated to them for the milk collection, marketing and supply of cattle feed and other official purposes. He will also be responsible for proper maintenance of the vehicle under his control.

(w) **Plant Operator :**

He will be responsible to operate and clean the Machineries at the Milk Plants/Chilling Centres within his jurisdiction.

(x) **Salesman :**

He shall be responsible for the sale of the milk and milk products at various routes/sale booths under his jurisdiction.

(y) **Cinema-Operator :**

He shall be responsible for the operation of the Audio-Visual system at the Society level to educate the milk producers' through cinema.

(z) **Security Assistant :**

He shall be responsible for the security arrangements at the Milk Plant level.

(aa) **Dairy Helpers :**

He shall be responsible for carrying out different works at Milk Plant/Chilling Centre level viz. cleaning of the Milk Plants, Milk Crates, Milk Cans. Assistance in the Processing of milk and Production of Milk Products and packing of milk etc. under his jurisdiction.

**(bb) Peons :**

He shall be responsible for handling of files between the officers and officials. Delivering of local official letters and perform other duties as assigned by the Officer Incharge.

**(cc) Chowkidar :**

He shall be responsible for watch and ward of the office, Plants and campus during nights.

**(dd) Mali :**

He shall be responsible to maintain the flower-beds and beautify the office campus.

**(ee) Cleaner :**

He shall be responsible for the cleaning of the vehicle, assisting the Driver of the vehicle.

**(ff) Gate-keeper :**

He shall be responsible for the security at the main gates of the Milk Plants for watch and ward of the incoming and outgoing materials to/from the Milk Plants and keep records of the same.

**(gg) Sweepers :**

Bif

He will be responsible to clean the Milk Plants premises and offices and campus.

**(hh) Guest-House Attendant-cum-Cook :**

He shall be responsible for the duties in the Guest House.

**(iii) Procedure followed in the decision-making process, including channels of supervision and accountability :**

There is a set procedure for decision-making process, including channels of supervision and accountability in the Department of H. P. Milkfed as has already been depicted in the organization chart at **Annexure-A**.

**(iv) Norms set by the Department for the discharge of its functions :**

As per the present norms set up by the Management of H. P. Milk Federation for discharging the functions and activities of the department, there are set norms for different activities such as milk procurement, Village Dairy Co-operative organization and Fat & SNF losses and marketing of milk & Milk products (as per PFA Act) under the Milk federation. Details of existing infrastructure is mentioned as placed at **Annexure-B**.

- (v) **Acts, Rules, Regulations, instructions, Manuals and records held by the Department or under its control or used by its employees for discharging its functions :**
1. The Himachal Pradesh Co-operative Act, 1968.
  2. The Himachal Pradesh Co-operative Rules, 1971.
  3. Bye-Laws of The Himachal Pradesh State Co-operative Milk Producers' Federation Ltd. Totu, Shimla-11.
  4. The H. P. State Co-operative Milk Producers' Federation Ltd. Employees Service Rules.
  5. Leave Rules, T.A. Rules, LTC Rules, Medical Reimbursement Rules and Gratuity Rules as applicable to the H. P. Govt. employees.
  6. Instructions as and when issued by the Board of Directors.

- (vi) **Statement of the categories of documents that are held by the Department or under its control :**

(a) **Records maintained at Head Office level :**

1. Proceedings book of the Annual General Meetings.
2. Proceedings Book of the meetings of the Board of Directors.
3. Service/Leave records of the employees
4. Files pertaining to Appointment, promotion, transfer, court cases, departmental inquiries, reservation roster, Diary & Despatch Registers.
5. Cash Book, Journal Ledger, General Ledger, Personal Ledgers, Medical/TA check register, imprest cash book, cash book IDDP, ledger IDDP, Journal IDDP, advances register, Annual Report of Milkfed, Voucher register .
6. Files pertaining to Grant-in-aid, Accounting procedure, EPF, Budget, Statistical Information, Repair & maintenance of Plant & Machinery, Vehicles, Administrative/Financial sanctions, Audit files, Advances and final accounts.
7. Files pertaining to Procurement & input, Marketing, Purchases and supplies, Projects related files, MIS related files, targets and achievements related files, pricing related file.

(b) **Records maintained at Unit Level :**

**(Drawing & Disbursing Office)**

Cash Book, General ledger, Assets and Liabilities ledger, TA/Medical Check Register, Journal Ledger, Salary Bills, Rent, Rate and Taxes register, Transportation Register, Milk Bills Register, C Form Register, Voucher Register, Cheque issue register, Telephone, water, electricity bill register, Attendance Register, Service Records of the employees of the units

**PROCESSING SECTION :**

Day Book, Milk ledger, Products receipt & disposal register, Stock and Store of Milk Cans, Crates and consumables register. Log book transportation, maintenance register of various sections, Polythene receipt and disposal register

**PRODUCTS SECTION :**

Day book, Stocks receipt and disposal register of milk and milk products, stock and store register.

**QUALITY CONTROL SECTION :**

Quality control registers for various types of milk and milk products Bacteriological test register

**MARKETING SECTION :**

Milk sale register, milk credit sale register, head load register, Pvt. Log book of vehicles, Bread receipt & disposal register, Bread credit receipt and disposal register, credit receipt and disposal register, sale statements of routes, composite sale statement.

**BOILER, REFRIGERATION AND ELECTRICAL SECTIONS :**

Coal, Fuel and Oil accounts Registers. Log Book and Maintenance Register for Refrigeration Section. Log Book for DG Set; Electrical Bills Register and Maintenance Register in the Electrical Section.

**STORE SECTION :**

Registers pertaining to Skimmed milk powder, Polythene Film, General Plant & Machinery, Consumable, Fuel, G.I., electrical spares, Refrigeration & Pre-pack, IDDP Purchases, Tyres, tubes, CMP, Crockery, S.S.Spares, building materials, MTE, A.P. Register/P&I Register, Milko tester spares, plant repair, building repair, unserviceable, old vehicle spare parts, water bill.

**RECORDS MAINTAINED AT THE CHILLING CENTRES :**

Day Book, Milk Purchase Register of various societies, Milk Disposal Register, Cattlefeed Accounts Register, Quality Control Register, payment Register, Maintenance Register, Log Book of DG Set, Electricity Bill Register, water bill register, Stock and Store register including consumable and attendance register.

- (vii) Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of Department's policy or implementation thereof :

*Not applicable*

- (viii) Statement of Boards, Councils, Committees or other bodies consisting of two or more persons constituted as a part of the Department or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :

The H. P. Milk Federation has constituted the following Board/Committees :—

1. The Board of Directors of H. P. Milkfed.
2. Advisory Councils.
3. Purchase Committee.

The proceedings of the Board/council/committee are accessible to the public.



(ix) **Directory of officers and employees of the department :**

01. Managing Director
02. General Manager
03. Senior Manager (Plants)
04. Private Secretary
05. Manager (Production/P&I)
06. Manager (Establishment/Accounts)
07. Assistant Manager (Establishment/Accounts)
08. Assistant Manager (QC/MIS/MKTG/P&I/STORE)
09. Plant Engineer
10. Personal Assistant to M.D
11. Technical Superintendent.
12. Senior Assistant (Establishment)
13. Senior Assistant (Accounts)
14. Sr. Scale Stenographer
15. Jr. Scale Stenographer
16. Foreman (Refrigeration/Electrical/Boiler/Trans)
17. Incharge, Chilling Centre
18. Sr. Tehnician.
19. Technician.
20. Milk Procurement Assistant
21. Drivers
22. Clerks/Junior Assistant
23. Drivers
24. Plant Operators
25. Salesman.
26. Cinema Operator
27. Security Assistant
28. Dairy Helpers
29. Peon
30. Chowkidar
31. Mali
32. Cleaner
33. Gate-keeper
34. Sweeper
35. Guest House Attendant-cum-cook

(x) **Monthly remuneration received by each of department's officers and employees :**

01. Managing Director	14300—18600
02. General Manager	13500—16800
03. Sr. Manager (Plants)	7880—11660
04. Private Secretary	7220—11660
05. Manager (Prd./P&I)	7220—11320
06. Manager (Estt.)	7220—11320
07. Manager (Accounts)	7220—11320
08. Asstt. Manager (MIS/MKTG/P&I/STORE)	7000—10980

09. Plant Engineer.	7000—10980
10. Asstt. Manager (Estt.)	6400—10640
11. P.A. to M.D.	6400—10640
12. Tech. Supdt.	5800—9200
13. Sr. Asstt. (Estt.)	5800—9200
14. Sr. Asstt. (Accts)	5800—9200
15. Sr. Scale Stenographer	5800—9200
16. Foreman (Ref./Elect./Boiler/Transport)	5800—9200
17. Jr. Scale Stenographer	4400—7000
18. Incharge, CC.	5000—8100
19. Sr. Tech.	4550—7220
20. M.P.A.	4020—6200/ 4550—7220
21. Technician	4020—6200
22. Driver	3330—6200
23. Clerk/Sr. Assistant	3120—5160/4400—7000
24. Plant Operator	3120—5160
25. Salesman	3120—5260
26. Cinema Operator	3120—6160
27. Security Assistant	3120—5160
28. Dairy Helper	2720—4260
29. Peon	2520—4140
with initial start	2620—4140
30. Chowkidar	2520—4140
with initial start	2620—4140
31. Mali	2620—4140
32. Cleaner	2620—4140
33. Gate keeper	2620—4140
34. Sweeper	2620—4140
35. Guest House Attendant -cum-Cook	2620—4140

- (xi) **Budget allocated to each of the Department's agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made. The budget availability is depicted in the following table for the year 2006-2007 :**

Description	Plan	Non-Plan	Total
Grant-in-aid	78 lacs	200 lacs	278 lacs

The Grant-in-aid received from the Government is being utilized for making the milk payment to the milk producers.

- (xii) **Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

No subsidy is granted under any programme by the department.

- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by the Department :**

No permit and authorization are granted under any programme of the department.

- (xiv) **Details in respect of the information available to or held by the Department reduced in an electronic form :**

The website of the department is under preparation and will be made shortly.

- (xv) **Particulars of facilities available to citizens for obtaining information :**

Any citizen may obtain information by submitting the application for information to H. P. Milk Federation.

**a. The names, designations and other particulars of the Public Information Officers :**

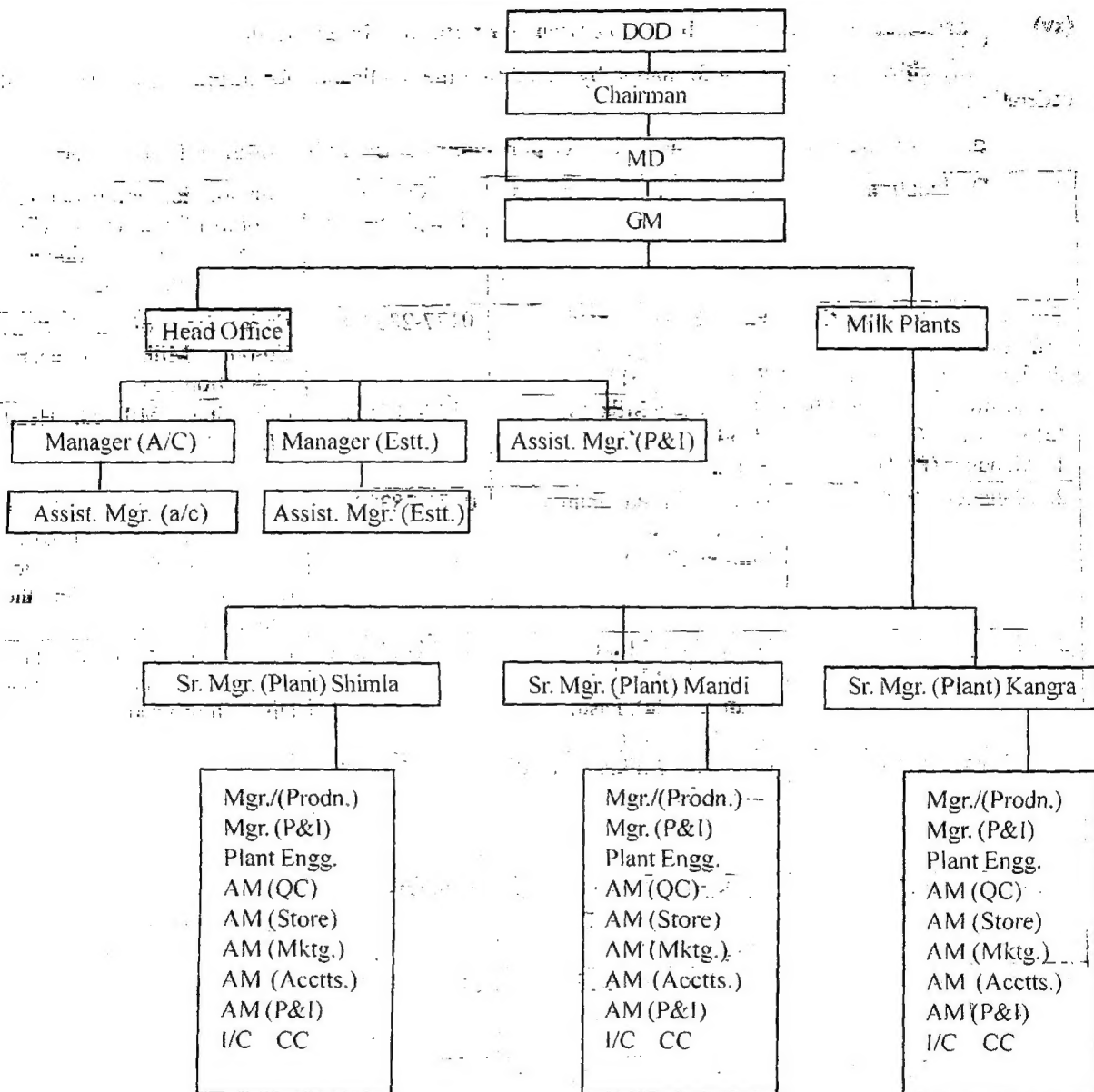
Designation	Complete office address	Office Telephone No.	Jurisdiction/unit under his control for which he will rendering information to applicants
<b>Public Information Officer :</b> Senior Manager (Plants)	H. P. State Milkfed, Head Office, Totu, Shimla-171 011.	0177-2837281	Entire State of H. P. State Co-op. Milk Producers' Federation Ltd.
<b>Assistant Public Information Officer :</b> 1. Manager (P&I)	H. P. State Milkfed, Head Office, Totu, Shimla-11.	0177-2837281	H.P. State Milkfed, Head Office, Totu, Shimla-11.
2. Manager (Prod.)	H. P. Milkfed, Shimla Unit at Totu, Shimla-171 011.	0177-2837382	District of Shimla and Outer Seraj area of Kullu Distt. and also for the Sub-division falling under the above Districts.
3. Manager (P&I)	H. P. State Milkfed, Sub-Unit at Nahan, (Kanshiwala), Distt. Sirmour (H.P.).	01702-222382	For Sirmour Distt. and Solan Distt. and the Sub-Division of District.
4. Sr.Manager (P)	H.P. State Milkfed, Mandi Unit at Chakkar.	01905-247149	For the Districts of Bilaspur, Mandi, Hamirpur and Kullu and Sub-Divisions of these Districts.
5. Sr.Manager (P)	H.P.State Milkfed Kangra Unit at Dhagwar, District Kangra (H.P.).	01892-232252	For the Districts of Kangra, Chamba, and Una and Sub-Divisions of these Districts.
<b>Appellate Authority :</b> General Manager	H.P. State Milkfed, Head Office, Totu, Shimla-11.	0177-2838776	Entire State of (H. P.)

- (xvi) **General information of the department :**

The Department is also executing central sponsored schemes for dairy development and other agencies like DRDA from time to time.

**Note :—**This document will be updated by the Department from time to time.

# ORGANISATION CHART OF H.P. MILK FEDERATION



## ANNEXURE "B"

## EXISTING INFRASTRUCTURE

Sl. No	Particulars	Number	Location	Capacity
1.	<b>Milk Processing Plants</b>		<b>District</b>	<b>(000 Ltrs)</b>
	Chakkar	1	Mandi	20
	Totu	1	Kangra	10
	Dhagwar	1	Shimla	20
	Chamba	1	Parel	3
	<b>Chilling Centres :</b>			
	Kunnu	1	Mandi	2
2.	Kotli	1	Mandi	2
3.	Sidyani	1	Mandi	2
4.	Katoula	1	Mandi	2
5.	Bhambla	1	Mandi	1
6.	Mohal	1	Kullu	1
7.	Nahan	1	Sirmour	5
8.	Bhagthan	1	Sirmour	5
9.	Sarahan	1	Sirmour	4
10.	Renuka	1	Sirmour	2
11.	Maryog	1	Sirmour	2
12.	Rajgarh	1	Sirmour	2
13.	Bilaspur	1	Bilaspur	2
14.	Jalan	1	Hamirpur	2
15.	Kepu	1	Shimla	9
16.	Darkata	1	Kangra	2
17.	Milwan	1	Kangra	2
18.	Raja Ka Talab	1	Kangra	0.5
19.	Jhalera	1	Una	4
20.	Bangana	1	Una	2